

Bus Driver Directions School Year 2016-2017

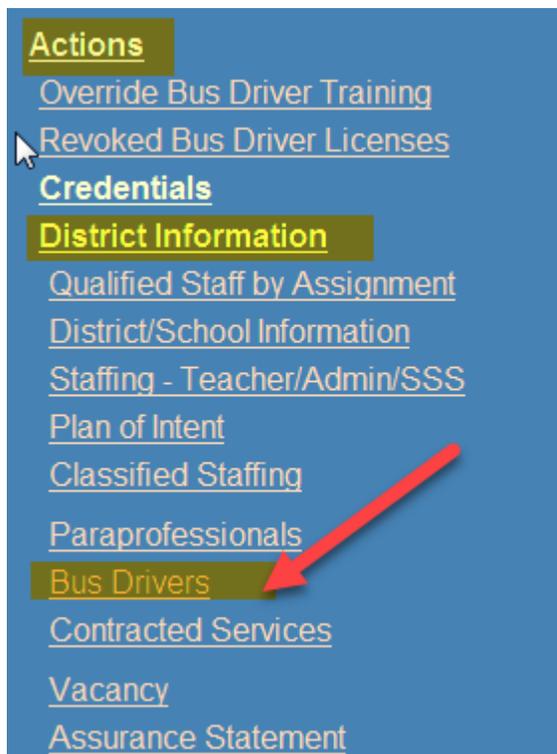
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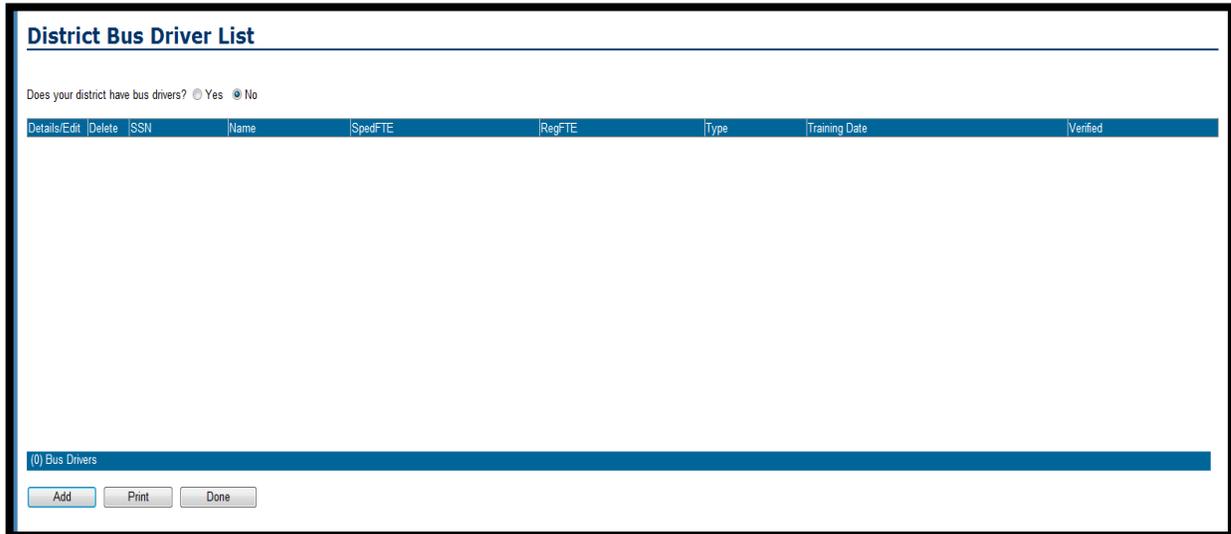
Add Bus Driver Information

ALL districts are required to access this menu, even if you have no data to report.

STEP #1: Open the PRF, Click on Actions, District Information and then Select Bus Drivers.



STEP #2: Select Yes or No to the question – Does your District have bus drivers?



District Bus Driver List

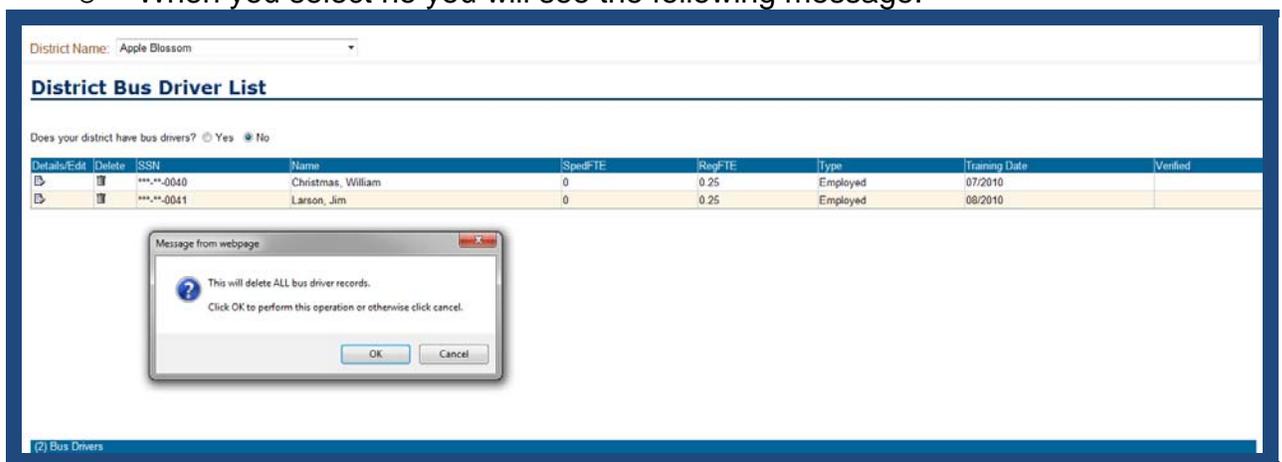
Does your district have bus drivers? Yes No

Details/Edit	Delete	SSN	Name	SpedFTE	RegFTE	Type	Training Date	Verified
(0) Bus Drivers								

Buttons: Add, Print, Done

a. Check No if the district has no bus drivers

- o When you select no you will see the following message.



District Name: Apple Blossom

District Bus Driver List

Does your district have bus drivers? Yes No

Details/Edit	Delete	SSN	Name	SpedFTE	RegFTE	Type	Training Date	Verified
		***-**-0040	Christmas, William	0	0.25	Employed	07/2010	
		***-**-0041	Larson, Jim	0	0.25	Employed	08/2010	

Message from webpage

This will delete ALL bus driver records.
Click OK to perform this operation or otherwise click cancel.

OK Cancel

(2) Bus Drivers

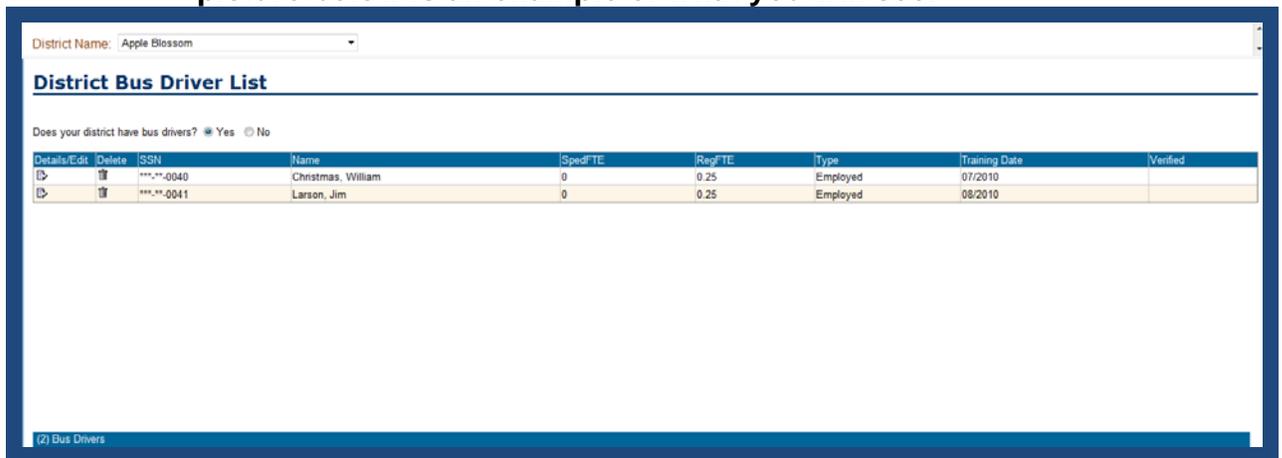
- o Click Ok if this is correct. If you do have bus drivers then click Cancel.

If your District contracts for bus drivers you should check Yes.

b. Check Yes if the district has bus drivers

NOTE: You must answer the question regarding SDCL 13-29-21. School bus driver training before you are able to complete the Bus Driver requirements. This must be completed even if there are no changes to your Bus Drivers. This area is shown on Page 5.

STEP #3: If the District had Bus Drivers the previous year, the information should pull forward to the current year. The picture below is an example of what you will see.



District Name: Apple Blossom

District Bus Driver List

Does your district have bus drivers? Yes No

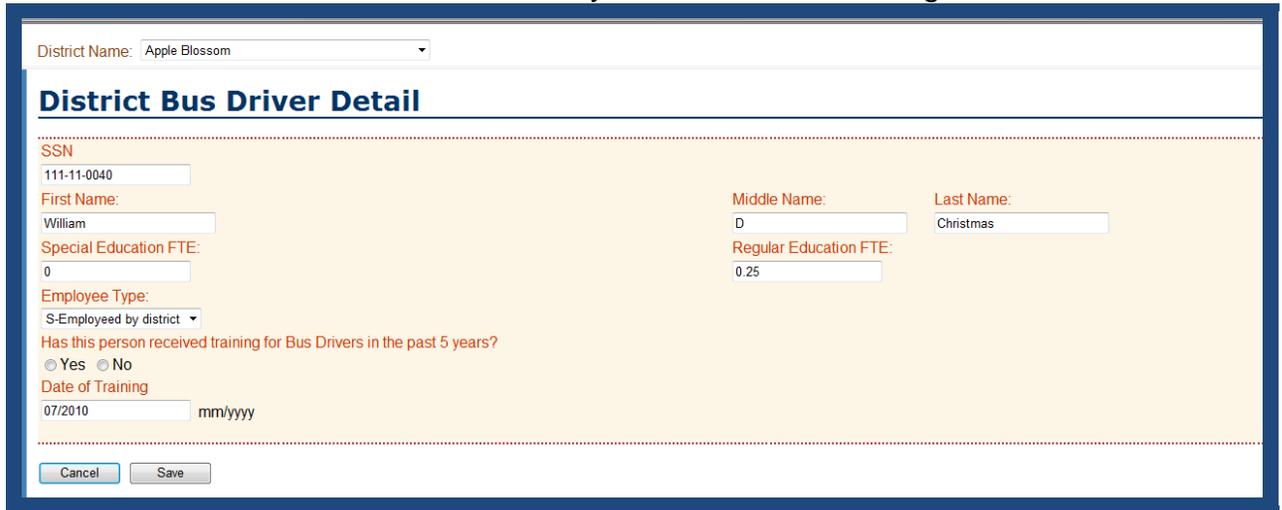
Details/Edit	Delete	SSN	Name	SpedPTE	RegPTE	Type	Training Date	Verified
		***-**-0040	Christmas, William	0	0.25	Employed	07/2010	
		***-**-0041	Larson, Jim	0	0.25	Employed	08/2010	

(2) Bus Drivers

a. Review the list of your current Bus Drivers

- **Delete** any Bus Drivers who no longer provide this service to your District. Plus you will need to delete any bus drivers with a suspended CDL license as you will not be allowed to list them as employed until the licensure is resolved.
 - Click the Delete Button and follow the instructions.
- **Edit** any Bus Drivers whose information has changed.

- Highlight the Bus Driver whose record needs to be updated.
- Click the Edit Button and you will see the following screen.



The screenshot shows a web form titled "District Bus Driver Detail". At the top, there is a dropdown menu for "District Name" with "Apple Blossom" selected. Below the title, the form contains several fields: "SSN" (111-11-0040), "First Name" (William), "Middle Name" (D), "Last Name" (Christmas), "Special Education FTE" (0), and "Regular Education FTE" (0.25). There is also a dropdown for "Employee Type" set to "S-Employed by district". A question asks "Has this person received training for Bus Drivers in the past 5 years?" with radio buttons for "Yes" and "No". A "Date of Training" field shows "07/2010" in "mm/yyyy" format. At the bottom, there are "Cancel" and "Save" buttons.

- Make any changes that are needed and Click Save.

NOTE: You must change the Bus Driver Training from a No to Yes. The system will not let you sign off on the Assurance Statement until all bus drivers have a Yes for training, or department staff updated the system to reflect this change.

Contact Carol Uecker at 773-4771 or carol.uecker@state.sd.us if a driver has not received training.

- **Add** New Bus Drivers. Note you will not be allowed to list employees with a suspended CDL license as employed until that has been resolved as the assurance statement will not allow you to sign off. Carol Uecker sends a letter to the district if their employed bus driver appears on the report with any of the following problems: CDL is suspended, revoked, cancelled or disqualified.

- Click the Add Button and you will see the following screen.



- **Add the Social Security Number**
If the employee has a green card and does not have a social security number, call the Office of Certification and Teacher Quality at 773-3426.
- **First Name**
- **Middle Name (optional)**
- **Last Name**
- **The full time equivalency (FTE) should be broken out between Special Education and Regular Education, unless it is a substitute driver.**

Special Education FTE - Personnel who provide specialized pupil transportation as per a student's individual education plan (IEP) indicated as transportation as a related service.

Regular Education FTE - people actually driving the bus (the ones holding the CDL license) transporting students for their school system (not bus driver monitors)

- **Employee Type (S/C/B)**
S = School Bus Driver is Employed by the district.
C = School Bus Driver is Contracted.
B = Substitute Driver (You do not need to enter the FTE).

District Name: Apple Blossom

District Bus Driver Detail

SSN: --42

First Name: Ms. Special Education FTE: 0

Middle Name: Last Name: Crabtree Regular Education FTE: 0

Employee Type: **B-Substitute Driver**

Has this person received training for Bus Drivers in the past 5 years?
 Yes No

Date of Training: mm/yyyy

Cancel Save

School bus contracting companies will NOT report directly to DOE. However, contractors are asked to work cooperatively with the school system that contracts their services to provide the drivers' names and social security numbers to the school. The school will then include the contracted bus drivers on its Bus Driver Information report.

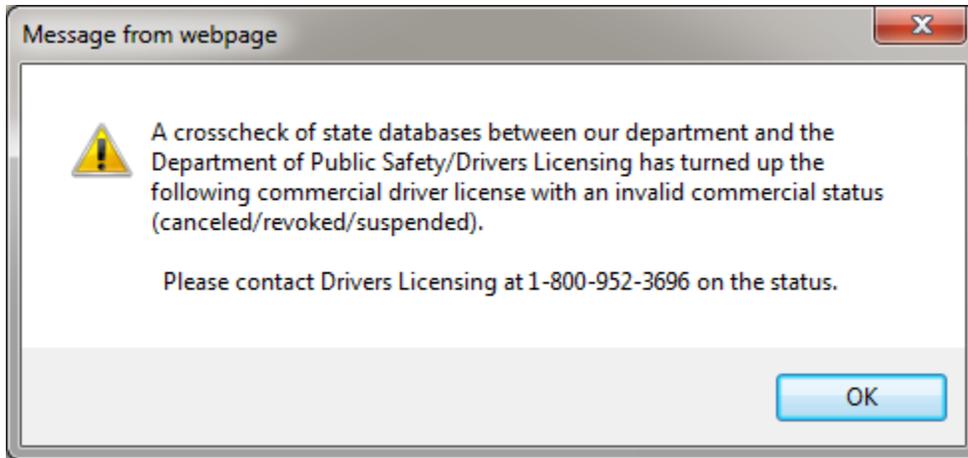
- **Has this person received training for Bus Drivers in the past 5 years? Bus driver/sub has completed the requirements SDCL 13-29-21. School bus driver training. Yes No**

Please contact Carol Uecker at 773-4771 or carol.uecker@state.sd.us if your driver has NOT been trained as per SDCL 13-29-21. School bus driver training.

13-29-21. School bus driver training. Each school bus driver shall receive appropriate training at least once every five years, and the school bus driver shall pay any fees charged for the training. The training shall include classroom instruction in first aid, bus safety, and the management of passengers, and also behind-the-wheel training to enable the safe and efficient operation of the bus.

Source: SL 2011, ch 87, § 3.

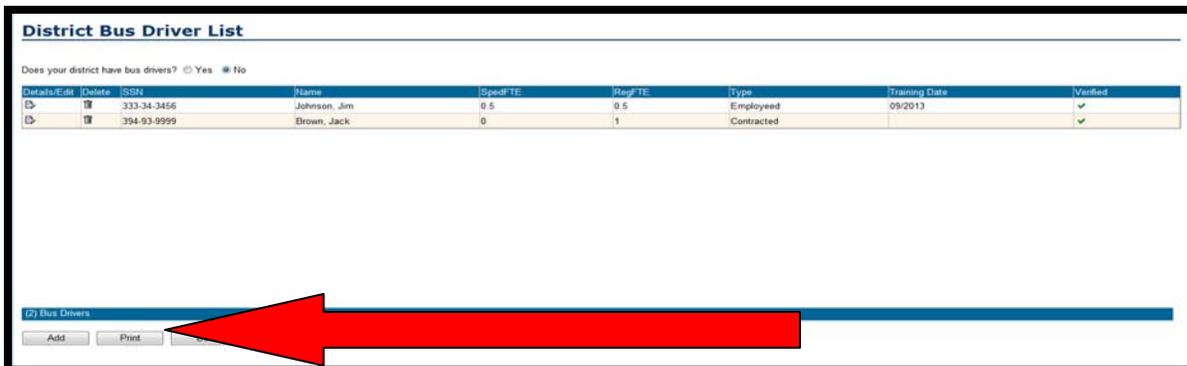
- **Date of Training:** enter the mm/yyyy of the training
- **Click the Save button. If you get the below error message saying the commercial driver license is invalid, you need to contact Drivers licensing at 1-800-952-3696.**



- If you have more bus drivers to report, repeat the above steps.

Running the Bus Driver Report

Click on the Print button.



The Bus Driver Report should open as a separate screen.

District Bus Drivers						
District: 04060 - Apple Blossom						
School Year: 2015 - 2016						
Name	SSN	Special Education FTE	Regular Education FTE	Employee Type	Training*	
Christmas, William D	***.**-0040	0.00	0.25	Employed by District		
Crabtree, Ms.	***.**-0042	0.00	0.00		N	
Crabtree, Ms.	***.**-0042	0.00	0.00		N	
Larson, Jim	***.**-0041	0.00	0.25	Employed by District		
FTE Totals:		0.00	0.50			

Bus Driver Regulations

Suspended or Revoked Commercial License for School Bus Driver

In 2001, the South Dakota Legislature enacted SDCL 32-12A-26, which requires school districts to be notified when the commercial drivers' license of a school bus driver is suspended or revoked by the state Office of Driver Licensing.

32-12A-26. Suspension of license bearing school bus endorsement--Notification of school district. If a person's commercial driver license bearing a school bus endorsement is suspended or revoked pursuant to this chapter, the Department of Public Safety shall, upon the suspension or revocation, notify the Department of Education. The Department of Education shall notify the school district or school bus contracting company for which the person is employed of the suspension or revocation. The notification may be done by first class mail.

Source: SL 2001, ch 176, § 1; SL 2003, ch 272, §§ 23, 63.

In order to accommodate this notification, (SDCL 32-12A-27) requires schools to report the names and social security numbers of bus drivers to DOE. This information will be matched against the driver licensing database. The text of this law is included below:

32-12A-27. Names and social security numbers of school bus drivers to be reported to Department. Each school district and school bus contracting company shall report to the Department of Education, in a manner prescribed by the secretary, the names and social security numbers of all individuals it employs as bus drivers. The school district and school bus contracting company shall inform the department of any changes to the list within seven days after they occur.

Source: SL 2001, ch 176, § 2; SL 2003, ch 272, § 63.

CRIMINAL BACKGROUND CHECK STILL REQUIRED FOR NEW BUS DRIVERS!

Schools must continue to complete a criminal background check on newly-hired school bus drivers, pursuant to SDCL 13-10-12. SDCL 12A-26 requires schools to report bus driver information to the state in order to determine the status of the driver's CDL. It does NOT take the place of the criminal background check requirement on new hires.

PLEASE NOTE: The school system must report to DOE any changes to the bus driver list within seven days after they occur. If there are changes after October 15th, please contact Carol Uecker at 773-4771 to report any changes to your bus driver list that occur as a result of resignations or new hires.